Program Planning and Service System Design Activity Worksheet

Introduction

Program planning and service system design are key components of every grantee's operations. They are complementary and interrelated. Together, they set the stage for continuous improvement and positive outcomes for children, families, and communities over the course of the five-year grant. This worksheet will help you understand key service system design considerations for each phase of the program planning cycle. Learn to identify how programs can organize and activate people, systems, resources, and infrastructure to provide high-quality services for children and their families.

Program Planning: A strategic and systematic process used to envision a desired future, identify program goals with measurable objectives, and identify an action plan with a series of action steps.

Service System Design: Emerges from program planning to organize and activate people by creating an infrastructure to support high-quality programs for children and families.

Activity

In the left-hand column of the chart below, review several questions that can help guide the program planning process. For each phase of the service system design, think about the guiding questions. In the appropriate column, identify what steps you will take to create an infrastructure that will organize and activate people to support high-quality programs for children and families.

Program Planning	Service System Design			
	Phase 1: Service System Design Grantees conduct or update the community assessment and use its findings to establish long-term goals and measurable objectives.	**Phase 2: Operationalization** During this phase, grantees create an action plan and budget outlining what steps they will take to accomplish their long-term goals and measurable objectives. Once complete, the action plan is implemented and the grantee begins collecting data to ensure compliance and demonstrate progress on goals and objectives.	**Phase 3: Compliance** Grantees must maintain effective oversight to ensure compliance with all regulations and requirements. To ensure effective implementation of the HSPPS, grantees will develop ongoing monitoring procedures. Procedures may include collecting and using data; working with the governing body/Tribal Council and Policy Council to address issues; and making corrections as quickly as possible while preventing reoccurrences.	**Phase 4: Self-Assessment** During this final phase, grantees conduct an annual self-assessment to evaluate progress toward meeting their long-term goals and measurable objectives. They also review yearly compliance with the HSPPS and the effectiveness of professional development and family engagement systems in promoting school readiness.
Guiding Questions				
Communications • What information do you need to successfully complete this phase? • How will you gather information? • How will you share information? • Who needs to receive information? What type? • What is the role of staff, governing body members, others?				

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Data • What data is needed before starting this phase? • What data are you seeking? • How will you obtain the data? • Who will be involved in the data analysis and evaluation? • What recordkeeping system is needed? • Do you have the technology you will need?				
Financial Planning and Resources • How will your budget be affected? • Which partners can contribute financially? • Do you have the necessary financial resources? If not, what will you do?				
Human Resources • Which staff will be involved? • How is staff workload impacted? • What training is needed? • Do you need to access consultants?				
Leadership • What is your role as a leader? • Who else may be considered a leader for this phase? • What skills are needed to be successful?				

Program Planning	Service System Design			

Stakeholders
• Who are the key stakeholders?
• What roles do the following groups have in this process?
  ○ Governing body/Tribal Council
  ○ Policy Council
  ○ Parents
  ○ Partners				

Timing • When will activities happen? • How will staff schedules be impacted? • Are there things that must be completed before activities for this phase begin?				